



CITY OF NEW ORLEANS

CITY PLANNING COMMISSION

Design Review & Moratorium Appeal application

A complete application includes the following:

☐ **APPLICATION**

(Reviews take 30-45 days)

☐ **FEE**

- \$225 Compliant plan
- \$500 Non-compliant plan
- \$1,000 Moratorium appeals

Two (2) 24"x 36" copies and one (1) 11"x 17" are required:

☐ **SITE PLAN**

☐ **LANDSCAPE PLAN**

☐ **LIGHTING PLAN**

☐ **ARCHITECTURAL ELEVATIONS**

☐ **SIGNAGE PLAN**

☐ **PHOTOS**

☐ **SITE PLAN:**

- ☐ North arrow, scale and date of plan
- ☐ Name, address of the professional who prepared the plan
- ☐ Legend of symbols, patterns, and abbreviations used
- ☐ The entire lot(s), including area and property lines dimensioned (including gross area of the site)
- ☐ Curb- cuts, interior streets, driveways, parking areas and loading areas, square footage of the vehicular use area*
- ☐ Location of buildings and structures, including total floor area
- ☐ Location of refuse storage locations
- ☐ Proposed right-of-way improvements and pedestrian walkways
- ☐ Scale no less than 50' to 1" (20' or 30' to 1" preferred), with scale identified on each sheet

* New ingress and egress points will require the approval of Public Works

☐ **LANDSCAPE PLAN:**

- ☐ Locations of on-site lighting
- ☐ North arrow, scale and date of plan
- ☐ Name and address of the professional who prepared the plan
- ☐ Legend of symbols, patterns, and abbreviations used
- ☐ The entire lot(s), including area and property lines dimensioned
- ☐ Location of buildings and structures, including fencing around the perimeter of the property
- ☐ Location of refuse storage locations
- ☐ Proposed right-of-way and pedestrian walkways
- ☐ Points of access, interior streets, driveways, and parking areas
- ☐ Existing vegetation
- ☐ List of plants, including genus, species, common name, size, and quantity
- ☐ Open space areas showing the square footage

*Planting proposed in the R-O-W must have Parks and Parkways approval

☐ **LIGHTING PLAN:**

- ☐ Location of all exterior lighting, including those mounted on poles and walls
- ☐ Type, style, height, and the number of fixtures
- ☐ Manufacturer's illustrations and specifications of all proposed lighting poles and fixtures

☐ **ARCHITECTURAL ELEVATIONS:**

- ☐ Architectural Elevations drawn to scale indicating materials, colors, and textures proposed for any structures

☐ **SIGNAGE PLAN:**

- ☐ Proposed signage with overall height and width
- ☐ Building elevation (including building width & height)
- ☐ Site plan showing the location of all proposed detached sign(s) along with setback dimensions



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Property Owners Name:		Applicant Name:		Telephone No.:	
Site Address:				E-mail Address:	
Mailing Address: (if different from site)				Facsimile No.:	
Project Description:			Reason for Review:		
Current Use:			Proposed Use:		
Square Number:		Tax Bill #:		Lot Number:	
Additional Development Information:					
New Development		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Existing Structure(s)		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Change in use		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Addition		Yes <input type="checkbox"/> No <input type="checkbox"/>			
Renovations		Yes <input type="checkbox"/> No <input type="checkbox"/>			
New Sign(s)		Yes <input type="checkbox"/> No <input type="checkbox"/> Tenant Width:_____ Building Width:_____ Lot Width:_____			
Existing Sign(s)		Yes <input type="checkbox"/> No <input type="checkbox"/>			

To be completed by CPC Staff					
Planner:		Date Received:		Amount Received:	
Deadline:		Other Items:		Check #:	
Historic District:		Zoning District:		Zoning Base Map:	

This form should be used for:

- Urban Corridor, Eastern N. O. Renaissance Corridor, Hwy. Urban Corridor, Inner-City Urban Corridor
- Downtown Design Review, Lower St. Charles Avenue Design Review District,
- MU-A Mixed-Use District, CBD developments greater than 50,000 sq. ft.
- Adult Day Care Centers (**Section 11.14**)
- Colleges in Light Industrial Districts (**Section 11.36.3.a**)
- Mast or façade-mounted cellular antenna in certain districts (**Sections 11.55.2.1, 11.55.3.A.1**)
- Retail uses greater than 25,000 sq. ft. (**Section 11.61**)
- Appeals of the Outdoor General Advertising Sign Regulations (**Section 12.5.11**)
- Moratorium appeal
- Interim Zoning Districts appeal
- Church Waivers
- Mural Review